

**POLICY BULLETIN
CHILD NUTRITION PROGRAMS**

CCC 09-06

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SUBJECT: Infant Feeding Records

CONTACT: Sonia L. Pineda

PH: (801) 538-7683

It has come to our attention this past year that many institutions are not completing infant feeding records as required by the CACFP. For infant meals to be reimbursable, the CACFP requires that infants be served minimum portion sizes required by the infant meal pattern and that corresponding feeding records reflect compliance. As we begin the new fiscal year of reviews, overclaims **will be** assessed for infant meals where infant feeding records do not, as documented, prove compliance.

Each infant should have a daily feeding record that shows:

- Name
- Age/date of birth
- Breast milk **or** brand of formula
- Date
- Times meals served
- Food items served for each meal type (breakfast, lunch and snack)
- Amounts served, not consumed, of each component

Attached, please find USOE's Infant Feeding Record for your review. If our form does not meet your needs, feel free to adapt the form as long as the required information is captured.

We suggest infant feeding records be reviewed by the center director on a daily basis to ensure compliance.